



# Student Housing & Residence Life

Today's Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Decision Letter: \_\_\_\_\_

Room/House ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**Please indicate the condition under which the appeal is being made. Note: an appeal will occur when at least one of the following conditions is met:**

- The Residence Discipline Process was not followed
- New evidence was found after the investigation meeting

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Please ensure that you have attached an explanation/reason(s) that support the grounds for your appeal. In addition, please ensure that you include your requested resolution and have followed the checklist below.

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**Checklist: A completed Appeal Request Form must include the following information:**

- You have identified, above, which ground(s) you are appealing on.
- You have attached your explanation/reason(s) to support your appeal. Your explanation should be centered on your grounds for appealing, and should include your requested resolution (i.e. what outcome are you hoping for?).
- You have attached any supplementary documentation/information, including a copy of your decision/outcome letter.

**All appeal request forms must be submitted to the Manager, Residence Life or designate, within (5) business days of the date of the decision letter. You will be contacted within 5 business days of submission of your Appeal Request Form for information regarding its' status.**

In the event that you have any questions or concerns about the appeal process, or this form, please contact Amber Woods, Manager, Residence Life at [amber.woods@utoronto.ca](mailto:amber.woods@utoronto.ca)

**FOR OFFICE USE ONLY:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_